



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

ACTION MEMO

FOR: SECRETARY OF THE NAVY

FROM: ADM M. M. Gilday, Chief of Naval Operations *UAG:JAG 12-3-19*

SUBJECT: FY-21 Active-Duty Navy Officer Continuation Plan, Precept, Convening Order Template and Expanded Continuation Convening Order Template

- Mr. Secretary, request you approve the FY-21 Active-Duty Navy Officer Continuation Plan (TAB A), precept (TAB B), convening order template (TAB C), expanded continuation convening order template (TAB D) and NAVADMIN announcement (TAB E).
- The proposed FY-21 Active-Duty Navy Officer Continuation Plan, TAB A, conforms to all Title 10, U.S. Code requirements, Department of Defense (DoD) and Navy policies, and is consistent with the approved FY-20 Navy Active-Duty Officer Continuation Plan. It consists of the implementation and procedural guidance for the unrestricted line (URL), restricted line (RL), staff corps (SC), limited duty officer (LDO) and chief warrant officer (CWO) competitive categories.
- The FY-21 Navy Active-Duty Officer Continuation Plan authorizes all twice failure of selection lieutenant commanders and twice failure of selection URL (1310 and 1320 with primary additional qualification designators (AQD) of DA5, DA7, DB2, DB5, DB6 (VFA), DD1, DD2 (VAQ), DL3 (VAW) and DS2 (VRC)), chaplain corps, medical service corps and nurse corps (subspecialties in critical care (1960), perioperative nursing (1950), certified registered nurse anesthetist (1972) and psychiatric mental health nurse practitioner (1973)) lieutenants to continue on Active Duty until retirement eligibility or for a period of 3 years. LDOs and CWOs are authorized continuation beyond statutory retirement to allow for promotion and to reach the necessary time-in-grade for retirement. Authority to continue URL (1310 and 1320 with the aforementioned AQDs), public affairs officer, cyber warfare engineer, cryptologic warfare, information professional, engineering duty officer, and intelligence lieutenants has been added to the FY-21 Navy Active-Duty Officer Continuation Plan in order to maintain current and future community health.
- TAB B is the precept which provides general continuation selection board administration guidance. TAB C is the convening order template which will be used to construct individual board convening orders. TAB B and TAB C are consistent with your previously approved language used by the FY-20 boards.

SUBJECT: FY-21 Active-Duty Navy Officer Continuation Plan, Precept, Convening Order Template and Expanded Continuation Convening Order Template

- TAB D is the expanded continuation order template which will be used to construct individual board convening orders should you specify a specific skill set needed for continuation past the established statutory maximums for years of Active-Duty service.
- TAB E is the draft continuation selection board announcement NAVADMIN that will be released upon your approval.
- Pursuant to SECNAVINST 1920.7C, officers are notified of the continuation selection boards' convening dates and eligibility at least 30 days prior to the convening of each board. The continuation selection boards are held directly following the promotion selection board for the respective category and paygrade. The first FY-21 Active-Duty Navy Officer Continuation Board convenes January 15, 2020. Accordingly, the NAVADMIN must be released not later than December 16, 2019.

RECOMMENDATION: Approve TAB A and TAB E by signing below and approve TAB B, TAB C, and TAB D by signing where indicated.

Approve: I.B. Muly (Acting) Disapprove: _____

COORDINATION: TAB F DEC 9 2019

Attachments:
As stated

Prepared By: LCDR Alexa F. Jenkins, (OPNAV N131F), (703) 604-5053/DSN 664

Unrestricted Line, Restricted Line, and Staff Corps
Implementation and Procedural Guidance
(Other than Limited Duty Officers)

1. Continuation Plan. Pursuant to section 637 of title 10, U.S. Code, DoD Instruction 1320.08, and SECNAVINST 1920.7C, the FY-21 Active-Duty Unrestricted Line (URL), Restricted Line (RL), and Staff Corps Continuation Selection Boards will convene under section 611(b) of title 10, U.S. Code to consider for continuation on Active Duty all lieutenant commanders and URL (1310 and 1320 with primary additional qualification designations (AQDs) of DA5/DA7/DB2/DB5/DB6 (VFA), DD1/DD2 (VAQ), DL3 (VAW) and DS2 (VRC)), Chaplain Corps (CHC), Public Affairs Officers (PAO), Cyber Warfare Engineer (CWE), Cryptologic Warfare (CW), Information Professional (IP), Intelligence (INTEL), Engineering Duty Officer, Medical Service Corps (MSC), and Nurse Corps (NC) (subspecialties in Critical Care (1960), Perioperative Nursing (1950), Certified Registered Nurse Anesthetist (1972), and Psychiatric/Mental Health Nurse Practitioner (1973)) lieutenants on the Active-Duty List who are subject to discharge under section 632 of title 10, U.S. Code. It is in the best interest of the Navy to continue on Active Duty:

a. All lieutenant commanders on the Active-Duty List who have failed of selection for promotion to commander for the second time and whose names are not on a list of officers recommended for promotion to commander.

b. All URL (1310 and 1320 with primary AQDs of DA5/DA7/DB2/DB5/DB6 (VFA), DD1/DD2 (VAQ), DL3 (VAW) and DS2(VRC)), CHC, PAO, CWE, CW, IP, INTEL, EDO, MSC, and NC (subspecialties in Critical Care (1960), Perioperative Nursing (1950), Certified Registered Nurse Anesthetist (1972), and Psychiatric/Mental Health Nurse Practitioner (1973)) lieutenants on the Active-Duty List who have failed of selection for promotion to lieutenant commander for the second time and whose names are not on a list of officers recommended for promotion to lieutenant commander. FY-21 URL, RL, and Staff Corps Continuation Selection Boards will not be convened to consider for continuation on Active Duty officers on the Active-Duty List in the grades of commander or captain.

2. Implementation and Procedural Guidance. The FY-21 Active-Duty URL, RL, and Staff Corps Continuation Selection Boards will convene when and if required by FY-21 Active-Duty promotion selection board action. Pursuant to section 1251(a) of title

10, U.S. Code, officers selected for continuation may remain on Active Duty for the period specified below, but not beyond the last day of the month in which the officer becomes 62 years of age. Pursuant to section 632 of title 10, U.S. Code, lieutenants and lieutenant commanders on the Active-Duty List who twice fail of selection for promotion to the next higher grade and are within two years of qualifying for retirement under section 8323 of title 10, U.S. Code, will not be considered for continuation, but will be retained until retirement eligible.

a. Lieutenant Commander Continuation Selection Board

(1) The board shall consider and normally recommend for continuation, all lieutenant commanders who are subject to discharge under section 632 of title 10, U.S. Code, and who, on the date of discharge, will be within two to six years of retirement eligibility under section 8323 of title 10, U.S. Code. The continuation period will begin as of the first day of the seventh calendar month beginning after the month in which the President or his designated representative approves the report of the board which considered and failed to recommend the officer for promotion for the second time. For an officer who accepts continuation, the continuation period will be the time required for the officer to become eligible for retirement under section 8323 of title 10, U.S. Code.

(2) The board shall consider and normally recommend for continuation, all lieutenant commanders who have failed of selection for promotion to the grade of commander for the second time and will not be within six years of retirement eligibility under section 8323 of title 10, U.S. Code, as described in paragraph 2a(1). An officer in this category who accepts continuation will be continued for a period of three years. The three-year continuation period will begin on the first day of the seventh calendar month beginning after the month in which the President, or his designated representative, approves the report of the board which considered and failed to recommend the officer for promotion for the second time.

(3) In no case will any lieutenant commander be continued or retained beyond the last day of the month in which the officer becomes eligible for retirement under section 8323 of title 10, U.S. Code, or the last day of the month in which the officer becomes 62 years of age, whichever is earlier.

b. URL, RL, CHC, MSC and NC Lieutenant Continuation Board.
The board shall consider and normally recommend for continuation all URL (1310 and 1320 with primary AQDs listed in paragraph 1.b. above), CHC, PAO, CWE, CW, IP, INTEL, EDO, MSC, and NC (with NC subspecialties listed in paragraph 1.b. above) lieutenants who are subject to discharge under section 632 of title 10, U.S. Code. An officer in this category who accepts continuation will be continued for a period of three years. The three-year continuation period will begin on the first day of the seventh calendar month beginning after the month in which the President or his designated representative approves the report of the board which considered and failed to recommend the officer for promotion for the second time. In no case will any URL (1310 and 1320 with primary AQDs listed in paragraph 1.b. above), CHC, PAO, CWE, CW, IP, INTEL, EDO, MSC, and NC (with NC subspecialties listed in paragraph 1.b. above) lieutenant be continued or retained beyond the last day of the month in which the officer becomes eligible for retirement under section 8323 of title 10, U.S. Code, or the last day of the month in which the officer becomes 62 years of age, whichever is earlier.

Limited Duty Officer Implementation and Procedural Guidance

1. Continuation Plan. Pursuant to section 8372(k) of title 10, U.S. Code and SECNAVINST 1412.8C, the FY-21 Active-Duty Limited Duty Officer Continuation Selection Boards will convene under section 611(b) of title 10, U.S. Code, to consider limited duty officers for continuation on Active Duty. It is in the best interest of the Navy to continue on Active Duty:

a. Permanent limited duty officer lieutenants, lieutenant commanders, and commanders who are in-zone eligible for promotion to the next higher limited duty officer grade in FY-21, and who are required by statute to retire for years of active service before the end of FY-20.

b. Permanent limited duty officer lieutenants who are selected for promotion and who are required by statute to retire for years of active service before their actual promotion dates or prior to completing the time-in-grade necessary to retire in the higher limited duty officer grade after promotion.

c. Permanent limited duty officer lieutenant commanders who twice fail of selection for promotion to commander.

d. Permanent limited duty officer lieutenant commanders and commanders who are selected for promotion to commander and captain, and who are required by statute to retire for years of active service before their actual promotion dates.

2. Pursuant to section 8372 of title 10, U.S. Code, permanent limited duty officer lieutenants and lieutenant commanders on the Active-Duty List who twice fail of selection for promotion to the next higher grade and are within two years of qualifying for retirement under section 8323 of title 10, U.S. Code, will not be considered for continuation but will be retained until retirement eligible.

3. Implementation and Procedural Guidance. The FY-21 Active-Duty Limited Duty Officer Lieutenant, Lieutenant Commander and Commander Continuation Selection Boards will convene when and if required by FY-21 Active-Duty promotion selection board action. Pursuant to section 1251(a) of title 10, U.S. Code, officers selected for continuation may remain on Active Duty for the period specified below but not beyond the last day of the month in which the officer becomes 62 years of age.

a. Limited Duty Officer Lieutenant Continuation Selection Board

(1) The board shall consider and normally recommend for continuation on Active Duty all permanent limited duty officers in the grade of lieutenant who are in-zone eligible for promotion to the grade of lieutenant commander in FY-21 and who will be subject to mandatory retirement under section 8372(a) of title 10, U.S. Code, for completion of 30 years of active service before the end of FY-20. Officers in this category who are selected for and accept continuation shall be continued on Active Duty, if selected for promotion, for a period of six months after their promotion date to lieutenant commander in order to complete the minimum time-in-grade for retirement stipulated by section 1370 of title 10, U.S. Code. Limited duty officers who are not selected for promotion shall be continued on Active Duty until the end of FY-20. The period of continuation shall begin on the first day following the day on which they otherwise would have been required to retire from Active Duty.

(2) The board shall consider and normally recommend for continuation on Active Duty all permanent limited duty officers in the grade of lieutenant who are selected for promotion to the grade of lieutenant commander and who will be subject to mandatory retirement under section 8372(a) of title 10, U.S. Code, for completion of 30 years of active service before their promotion date or the date they will complete six months service in the grade of lieutenant commander. Officers in this category who are selected for and accept continuation shall be continued on Active Duty for a period of six months after their promotion date to lieutenant commander in order to complete the minimum time-in-grade for retirement stipulated by section 1370 of title 10, U.S. Code. The period of continuation shall begin on the first day following the day on which they otherwise would have been required to retire from Active Duty.

(3) Lieutenants eligible for continuation whose promotion date precedes their mandatory retirement date and who decline such promotion shall not be continued beyond the completion of 30 years of active service or the end of FY-20, whichever is later.

b. Limited Duty Officer Lieutenant Commander Continuation Selection Board

(1) The board shall consider and normally recommend for continuation on Active Duty all permanent limited duty officers in the grade of lieutenant commander who twice fail of selection for promotion to commander. An officer in this category who accepts continuation will be continued until, but not beyond, the date the officer becomes eligible for retirement under section 8323 of title 10, U.S. Code.

(2) The board shall consider and normally recommend for continuation on Active Duty all permanent limited duty officers in the grade of lieutenant commander who are in-zone eligible for promotion to the grade of commander in FY-21 and who will be subject to mandatory retirement under section 8372(a) of title 10, U.S. Code, for completion of 30 years of active service before the end of FY-20. Officers in this category who are selected for and accept continuation shall be continued on Active Duty, if selected for promotion, until their promotion date to commander. The period of continuation shall begin on the first day following the day on which they otherwise would have been required to retire from Active Duty. Limited duty officers who are not selected for promotion shall be continued on Active Duty until the end of FY-20.

(3) The board shall consider and normally recommend for continuation on Active Duty all permanent limited duty officers in the grade of lieutenant commander who are selected for promotion to the grade of commander and who will be subject to mandatory retirement under section 8372(a) of title 10, U.S. Code, for completion of 30 years of active service before the date they are actually to be promoted to commander. Officers in this category who are selected for and accept continuation shall be continued on Active Duty until their promotion date to commander. The period of continuation shall begin on the first day following the day on which they otherwise would have been required to retire from Active Duty.

(4) Upon acceptance of an appointment to commander, pursuant to section 8372 of title 10, U.S. Code, the officer is not subject to mandatory retirement until completion of 35 years of active service or upon twice failing of selection for promotion to the grade of captain, whichever occurs first.

c. Limited Duty Officer Commander Continuation Selection Board

(1) The board shall consider and normally recommend for continuation on Active Duty all permanent limited duty officers in the grade of commander who are in-zone eligible for promotion to the grade of captain in FY-21 and who will be subject to mandatory retirement under section 8372(a) of title 10, U.S. Code, for completion of 35 years of Active service before the end of FY-20. Officers in this category who are selected for and accept continuation shall be continued on Active Duty, if selected for promotion, until their promotion date to captain. The period of continuation shall begin on the first day following the day on which they otherwise would have been required to retire from Active Duty. Limited duty officers who are not selected for promotion shall be continued on Active Duty until the end of FY-20.

(2) The board shall consider and normally recommend for continuation on Active Duty all permanent limited duty officers in the grade of commander who are selected for promotion to the grade of captain and who will be subject to mandatory retirement under section 8372(a) of title 10, U.S. Code, for completion of 35 years of active service before the date they are actually to be promoted to captain. Officers in this category who are selected for and accept continuation shall be continued on Active Duty until their promotion date to captain. The period of continuation shall begin on the first day following the day on which they otherwise would have been required to retire from Active Duty.

(3) Upon acceptance of an appointment to captain, pursuant to section 8372 of title 10, U.S. Code, the officer is not subject to mandatory retirement until completion of 38 years of active service.

Chief Warrant Officer Implementation and Procedural Guidance

1. Continuation Plan. Pursuant to sections 573 and 580 of title 10, U.S. Code and SECNAVINST 1412.8C, the FY-21 Active-Duty Chief Warrant Officer Continuation Selection Boards will convene under section 573(c) of title 10, U.S. Code, to consider chief warrant officers for continuation on Active Duty. It is in the best interest of the Navy to continue on Active Duty:

a. Regular chief warrant officers, including those serving in a higher temporary limited duty officer grade, who are in-zone eligible for promotion to the next higher chief warrant officer grade in FY-21 and who are subject to mandatory retirement for years of active service before the end of FY-20.

b. Regular chief warrant officers serving in a higher temporary limited duty officer grade who are in-zone eligible for promotion to the next higher limited duty officer grade in FY-21 and who are subject to mandatory retirement for years of active service before the end of FY-20.

c. Regular chief warrant officers, including those serving in a higher temporary limited duty officer grade, selected for promotion to the next higher chief warrant officer grade and who reach their mandatory retirement dates for years of active service before their actual promotion dates or prior to completing the time-in-grade necessary to retire in the higher chief warrant officer grade after promotion.

d. Regular chief warrant officers who are serving in a higher temporary limited duty officer grade selected for promotion to the next higher limited duty officer grade and who, under section 1305 of title 10, U.S. Code, are subject to mandatory retirement for years of active service before their actual promotion dates or who, under section 8146 of title 10, U.S. Code, will be subject to mandatory retirement for years of service prior to completing the time-in-grade necessary to retire in the next higher limited duty officer grade after promotion.

e. Regular chief warrant officers W-4, subject to mandatory retirement or separation for twice failure of selection for promotion to next higher regular warrant officer grade.

2. Implementation and Procedural Guidance. The FY-21 Active-Duty Chief Warrant Officer Continuation Selection Boards will convene when and if required by FY-21 Active-Duty promotion

selection board action. Pursuant to sections 1263 and 1305 of title 10, U.S. Code, officers selected for continuation may remain on Active Duty for the period specified below but not later than the statutory age limit for service on Active Duty by chief warrant officers, which is 60 days after reaching 62 years of age, unless such retirement has been deferred specifically by the Secretary of the Navy.

a. The board shall consider and normally recommend for continuation on Active Duty all chief warrant officers, including those serving in a higher temporary limited duty officer grade who are in-zone eligible for promotion to the next higher chief warrant officer grade in FY-21 and who are subject to mandatory retirement for years of active service before the end of FY-20. Chief warrant officers in this category who are selected for and accept continuation shall be continued on Active Duty if selected for promotion, for a period sufficient to accept promotion and serve 60 days beyond the date of their promotion to the next higher chief warrant officer grade. The period of continuation shall begin on the first day following the day on which they otherwise would have been required to retire from Active Duty. Chief warrant officers who are not selected for promotion to the next higher chief warrant officer grade shall be continued on Active Duty until the end of FY-20.

b. The board shall consider and normally recommend for continuation on Active Duty all chief warrant officers serving in a higher temporary limited duty officer grade who are in-zone eligible for promotion to the next higher limited duty officer grade in FY-21 and who are subject to mandatory retirement for years of active service before the end of FY-20. Chief warrant officers in this category who are selected for and accept continuation shall be continued on Active Duty for a period of six months beyond the date of their promotion to the next higher limited duty officer grade in order to complete the minimum time-in-grade for retirement in the next higher limited duty officer grade stipulated by section 1370 of title 10, U.S. Code. The period of continuation shall begin on the first day following the day on which they otherwise would have been required to retire from Active Duty. Chief warrant officers who are not selected for promotion to the next higher limited duty officer grade shall be continued on Active Duty until the end of FY-20.

c. The board shall consider and normally recommend for continuation on Active Duty all chief warrant officers, including those serving in a higher temporary limited duty

officer grade who are selected for promotion to the next higher chief warrant officer grade and are subject to mandatory retirement for years of active service prior to their actual promotion date to the next higher chief warrant officer grade or prior to completing the time-in-grade necessary to retire in the next higher chief warrant officer grade after promotion. These officers shall be continued on Active Duty for a period sufficient to accept promotion and serve 60 days beyond the date of their promotion to the next higher chief warrant officer grade. The period of continuation shall begin on the first day following the day on which they otherwise would have been required to retire from Active Duty.

d. The board shall consider and normally recommend for continuation on Active Duty all chief warrant officers serving in a higher temporary limited duty officer grade who are selected for promotion to the next higher limited duty officer grade and are subject to mandatory retirement for years of active service prior to their actual promotion date to the next higher limited duty officer grade or prior to completing the time-in-grade necessary to retire in the next higher limited duty officer grade after promotion. These officers shall be continued on Active Duty for a period of six months beyond the date of their promotion to the next higher limited duty officer grade in order to complete the minimum time-in-grade for retirement in the next higher limited duty officer grade stipulated by section 1370 of title 10, U.S. Code. The period of continuation shall begin on the first day following the day on which they otherwise would have been required to retire from Active Duty. Officers whose promotion date precedes their mandatory retirement date and who decline their promotion to the next higher limited duty officer grade shall not be continued beyond their mandatory retirement date or the end of FY-20, whichever is later.

e. The board shall consider and normally recommend for continuation on Active Duty all regular chief warrant officers, W-4, subject to mandatory retirement or separation for twice failure of selection for promotion to next higher regular warrant officer grade. These officers shall be continued on Active Duty for a period of three years, or until their statutory mandatory retirement date for years of active service as stipulated in section 1305 of title 10, U.S. Code, whichever is earlier. The period of continuation shall begin on the first day following the day on which they otherwise would have been required to retire or separate from Active Duty.

f. Pursuant to section 580 of title 10, U.S. Code, chief warrant officers who twice fail of selection for promotion to the next higher regular warrant officer grade and are within two years of qualifying for retirement under section 1293 of title 10, U.S. Code, will not be considered for continuation, but will be retained until retirement eligible.



THE SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

DEC 9 2019

From: Secretary of the Navy
To: FY-21 Active-Duty Navy Officer and Chief Warrant Officer
Continuation Selection Boards

Subj: FY-21 ACTIVE-DUTY NAVY OFFICER AND CHIEF WARRANT OFFICER
CONTINUATION SELECTION BOARD PRECEPT

Ref: (a) Community Briefs
(b) Competency and Skills Information

Encl: (1) FY-21 Active-Duty Navy Continuation Selection Board
Guidance

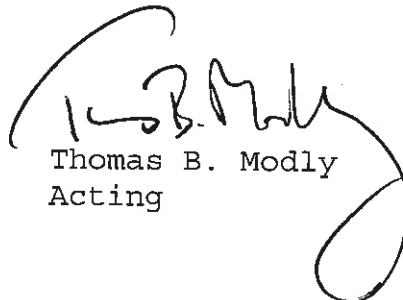
1. Function and Membership

a. The function of the continuation selection boards is to consider officers for continuation on active duty as indicated in each board's convening order. Continuation boards shall consider carefully, without prejudice or partiality, the record of every eligible officer. The records and names of all eligible officers, determined as of the date the boards convene, will be furnished to the board. The officers selected will be those whom a majority of the members of the board consider fully qualified for continuation on active duty. Officers selected for continuation must be capable of performing the duties of their current grade and their continuation must be in the best interest of the Navy.

b. I will personally appoint the members of the continuation selection boards. During the board process, the officers assigned as board members work directly for me, under oath. Board members are entrusted with selecting the enduring leadership of the Navy. The performance of these duties will have a greater effect on the future of the Navy than any other duty they perform. During the board process, all other duties of an assigned member are secondary to the board process, and the utmost care will be given to ensure the process is not compromised or rushed to accommodate outside concerns. Each record reviewed represents years of service by the individual officer. It is absolutely essential that your evaluation afford each eligible officer fair and equitable consideration.

Subj: FY-21 ACTIVE-DUTY NAVY OFFICER AND CHIEF WARRANT OFFICER
CONTINUATION SELECTION BOARD PRECEPT

2. Continuation boards shall proceed in accordance with the continuation board convening order and the FY-21 Active-Duty Navy Continuation Selection Board Guidance, enclosure (1).
3. Reference (a), and when applicable, reference (b), will be provided in the selection board spaces as general information and guidelines to inform the selection board members of community-specific and competency and skill-specific information, respectively. The information contained in references (a) and (b) must not be used as a substitute for the guidance contained in the convening order and specifically shall not alter the "fully qualified" selection standard. These references are not selection criteria, nor is it expected that each officer will meet the typical career path and guidelines contained in reference (a). Rather, the references contain general information and guidelines that are used to assist officers, community leaders, community managers, and detailers with career management.
4. Unless expressly authorized or required by the President, Secretary of Defense, or me, neither you nor any member of the board or administrative support personnel may disclose the proceedings, deliberations, or recommendations of the continuation boards. All board members, recorders, assistant recorders, and administrative support personnel must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.
5. In order to continually improve the selection board process, each board president is directed to provide written feedback immediately after the board, regarding all written guidance that I provide for the selection board, to me and the Chief of Naval Operations. Further, an office call and debrief regarding the board process should be offered to both of us. The Chief of Naval Operations and I will typically choose to accept the office call based on the written feedback. Feedback should include, for example, whether the precept guidance was sufficiently direct, clear, and concise to assist board members in performing their duties.



Thomas B. Modly
Acting

FY-21 ACTIVE-DUTY NAVY CONTINUATION SELECTION BOARD GUIDANCE

Appendix

Subject

A

General Guidance

- Duties of the Board President
- Board Proceedings
- Marital Status
- Area Tours
- Adverse Information

B

Equal Opportunity and Diversity Guidance

- Addresses Equitable Consideration for All Officers

C

Board Reports

- Addresses Content and Routing of Continuation Selection Board Reports

D

Oaths

- Provides Oaths for Board Members, Recorder, Assistant Recorders, and Administrative Support Personnel

APPENDIX - A

GENERAL GUIDANCE

1. Duties of the Board President. The president of the board has been appointed by me and shall perform prescribed administrative duties. The board president has no authority to constrain the board from recommending for continuation those fully qualified officers whom the majority finds fully qualified to meet the needs of the Navy and whose continuation is in the best interest of the Navy.

2. Board Proceedings. The following directions apply to all board proceedings:

a. Each of you (president, members, recorder, assistant recorders, and administrative support personnel) is responsible for maintaining the integrity and independence of this continuation selection board, and for fostering the careful consideration, without prejudice or partiality, of all eligible officers.

b. You must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be provided to you, and the procedures you should follow if you believe that the integrity of this continuation selection board has been improperly affected.

c. You may not receive, initiate, or participate in communications or discussions involving information precluded from consideration by a continuation selection board. You are to base your recommendations on the material in each officer's military record, any information I have provided to the board, and any information about his or her own record communicated to you by individual eligible officers in accordance with regulations I have issued.

d. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded by law or Service regulations from consideration by a continuation selection board or inclusion in an officer's military personnel record. You may not discuss or disclose the opinion of any person not a member of the board concerning an officer being considered unless that opinion is contained in material provided to the board.

e. When discussing your own personal knowledge concerning the professional qualifications of eligible officers, the board is reminded that, if such personal remarks could be considered adverse, the member cannot discuss that personal knowledge or evaluation unless such matters are contained in the officer's official record or other material placed before the board in compliance with the law and Service regulation. In addition, should an officer's record reveal the removal of a fitness report, the member may not discuss any personal knowledge regarding the circumstances which resulted in the removal of the report, nor should any member conjecture or draw any inference as to the underlying circumstances involved.

f. I am the only person who may appear in person to address you on other than administrative matters. All communications with this board, other than those that are clearly administrative, must be in writing, given to each of you, and made part of the board's record. I have designated in writing those persons authorized to provide routine administrative information to you.

g. To ensure impartiality, you may not visit or communicate with detailers, placement officers, community managers, or any candidate immediately prior to or during the continuation selection board. As a general rule, communications of any kind or method with outside parties (i.e., persons other than board members, recorders, assistant recorders, board sponsors, and administrative support personnel) before, during, or after the board relating in any way to the continuation selection board or its proceedings are prohibited. Questions concerning the propriety of any communications prior to the board should be addressed to the board sponsors. The proceedings, discussions, deliberations, or recommendations of the continuation selection board may not be disclosed, nor shall any written or documentary record of such proceedings, discussions, deliberations, or recommendations be used for any purpose, unless expressly authorized or required by the President of the United States, the Secretary of Defense, me, or as outlined in paragraphs 2.i. and 2.j. below.

h. To ensure the integrity of the board process, it is imperative that you advise the board sponsors of any relationship with any eligible officer that may affect the perceived integrity of the board. Such relationships include, but are not limited to, spousal, immediate relative by blood, marriage, adoption, or blended family up to the fourth degree of kinship (i.e., first cousin), fiancé(e), significant other or

other intimate partner, ex-family member, business relationship, or an accuser or accused in legal proceedings. If you have any doubts or reservations, err on the side of disclosing the relationship. This is a continuing obligation throughout the board proceedings. If necessary, take such action as will protect the integrity of the board process as outlined in paragraph 2.j. below.

i. Before the report of the continuation selection board is signed by each board member, recorder, and assistant recorder, the recommendations and proceedings may be disclosed only to members of the board, recorders, assistant recorders, and those administrative support personnel I have designated in writing. After you sign the board report and the public release has been made, only the recommendations of the board may be disclosed. Procedures and processes of the board may be discussed only in general terms. The disclosure of recommendations and proceedings of the board are governed by section 613a of title 10, U.S. Code. The proceedings of the board may not be disclosed to any person who is not a board member, recorder, or assistant recorder, except to request relief from board duties in accordance with the law, as discussed in paragraph 2.j.

j. If at any time you believe that you cannot in good conscience perform your duties as a member of the board without prejudice or partiality, you have a duty to request relief by me from this duty. I will honor any such request. If you believe that the integrity of the board's proceedings has been affected by improper influence of military or civilian authority, misconduct by the board president or a member, or any other reason, you have a duty to request from me or the Under Secretary of Defense for Personnel and Readiness relief from your obligation not to disclose board proceedings and, upon receiving it, to report the basis for your belief.

3. **Marital Status.** Continuation selection boards are prohibited from considering the marital status of an eligible officer or the race, religion, color, sex (including gender identity), sexual orientation, national origin, employment, education, or volunteer service of an eligible officer's spouse.

4. **Area Tours.** If an officer's record contains multiple or consecutive tours in a particular geographic location, it should not be viewed negatively, provided the officer has progressed in billet complexity, professional development, and leadership responsibility.

5. Adverse Information

a. Just as you must consider positive performance, you must consider incidents of misconduct and substandard performance documented in an officer's official service record when determining those officers who are fully qualified for continuation. Adverse information may reflect negatively on an officer's suitability for continuation and future service in positions of responsibility and trust. Members must give careful consideration to each incident. For those eligible officers who are recommended for continuation and who have received disciplinary action, or whose privileged information record (Electronic Military Personnel Records System Field Code 17) contains matters relating to conduct or performance of duty, every board member shall review the information contained therein personally prior to the final board decision. In review of adverse information, you must focus on the underlying conduct or performance as it relates to whether officers remain fully qualified for continuation in their current grade. This "fully qualified" standard is distinct from the standard applied in selecting an officer for promotion or in determining whether an officer is qualified for a promotion. Accordingly, independent of any previous promotion selections, non-selections, or suitability determinations, you shall determine whether the eligible officers are fully qualified for continuation in their current grade.

b. While the Navy is, and will remain, a Service of the highest standards and strict accountability, we do not embrace blind adherence to a zero-defect mentality. All of us have made mistakes in the past, the test is of the character and resilience of the individual and his or her ability to learn and grow from that experience. In selecting fully qualified officers to meet the needs of our Navy, you should not automatically discount any officer who, except for a single incident, would otherwise be considered to be fully qualified. Careful scrutiny of the adverse information at issue and the officer's overall record is necessary to ensure the board recommends the officers fully qualified for continuation. Additionally, you may favorably consider retention determinations by Boards of Inquiry who have reviewed adverse information. However, these determinations are not binding on the continuation selection board.

APPENDIX - B

EQUAL OPPORTUNITY AND DIVERSITY GUIDANCE

1. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, religion, color, sex (including gender identity), sexual orientation, or national origin. Discrimination on any of these bases is contrary to the Department's core values of honor, courage, and commitment. The Navy strives to maintain a professional working environment in which an individual's race, religion, color, sex (including gender identity), sexual orientation, or national origin will not limit his or her professional opportunities. Accordingly, within this board's charter to determine the officers who are "fully qualified," you must ensure that officers of every race, religion, color, sex (including gender identity), sexual orientation, or national origin are given fair and equitable consideration.

2. Your evaluation of all officers must be fair and equitable. You should be particularly vigilant in your evaluation of records to take care that no officer's continuation opportunity is disadvantaged by service utilization policies or practices. You should evaluate each officer's potential to continue fulfilling the responsibilities of the current grade, including his or her ability to successfully lead a diverse organization, the overriding factor being performance of duties assigned.

3. The Navy benefits when we capitalize on the diverse experience, perspective, innovative spirit, background, and ideas in our ranks. Diversity is not founded on statistics, percentages, or quotas. Diversity is about achieving peak performance. Our Navy should draw upon the entire possible set of talents and backgrounds to maximize our warfighting capability, innovate to address new threats and challenges, and take advantage of emergent opportunities.

4. The Navy has assigned some officers outside of traditional career development patterns, e.g., institutional instructors, recruiting, diversity officers, and equal opportunity billets. These assignments, though greatly beneficial to the Navy, may have foreclosed to the officers so assigned opportunities available to other officers. In addition, other utilization policies or practices, such as those based on statutory restrictions on the assignment of women, may have had an effect on career opportunities. Such assignment practices should not prejudice the selection of these men and women for continuation,

because to do so may deny the Navy of the diversity of talent, background, and experience we seek, and which is necessary for sustained success in our changing world. Successful performance of duties assigned is the key in measuring an officer's potential for continuation; duty performed well by men and women affected by such utilization policies or practices should be given weight equal to duty performed well by an officer not affected by such policies or practices.

5. This guidance shall not be interpreted as requiring or permitting preferential treatment of any officer or group of officers on the grounds of race, religion, color, sex (including gender identity), sexual orientation, or national origin.

APPENDIX - C

BOARD REPORTS

1. The record of the board's proceedings shall be compiled by the recorders, assistant recorders, and administrative support personnel. The written report of the board shall be signed by the board president, members, recorder, and assistant recorders. It shall contain a list of the officers recommended for continuation as well as the following items:

a. Convening notice.

b. All instructions, information, and guidance that were provided to the board, except information concerning particular officers, which must be retained and transferred to the Chief of Naval Personnel.

c. Certification that:

(1) To the best of your knowledge, the board complied with all instructions contained in the precept, convening order, and, as appropriate, other letters of guidance or instruction provided by me.

(2) You were not subject to or aware of any censure, reprimand, or admonishment about the recommendations of the board or the exercise of any lawful function within the authorized discretion of the board.

(3) You were not subject to or aware of any attempt to coerce or influence improperly any action in the formulation of the board's recommendations.

(4) You were not party to or aware of any attempt at unauthorized communications.

(5) To the best of your knowledge, the board carefully considered the record of each officer whose name was furnished to the board.

(6) The officers recommended for continuation are, in the opinion of the majority of the members of the board, fully qualified for continuation to meet the needs of the Navy among those officers whose names were furnished to the board, and their continuation is in the best interest of the Navy.

(7) [If required:] The officer/s who is/are not recommended for continuation who is/are within four years of qualifying for retirement on the date of discharge were carefully considered. Non-continuation of this/these officer/s is/are in the best interest of the Navy.

(8) You are aware that the names of the selectees will be released privately after the board report is approved, and you know that you may not disclose the recommended selectees until the names are released privately.

(9) You understand that, except as authorized by section 613a of title 10, U.S. Code, you may never disclose the proceedings and deliberations of the board to any person who is not a board member, recorder, or assistant recorder.

d. A list of all officers eligible for consideration.

e. A list of all officers not recommended for continuation.

f. If applicable, a list of officers who are between two and four years of qualifying for retirement on the dates the officers would be discharged and whose non-selection the board has certified in accordance with paragraph 1.c(7).

g. A list of all officers recommended for continuation.

h. This Precept.

i. Convening Order.

2. The report of continuation boards shall be forwarded to me for approval.

APPENDIX - D

OATHS

1. The president of the board shall administer the following oath or affirmation to the recorder and assistant recorders:

"Do you, and each of you, solemnly swear (or affirm) that you will keep a true record of the proceedings of this board, and you will not divulge the proceedings of this board except as authorized or required by the Secretary of the Navy or higher authority, so help you God?"

2. The recorder or an assistant recorder shall then administer the following oath or affirmation to the members of the board:

"Do you, and each of you, solemnly swear (or affirm) that you will perform your duties as a member of this board without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the naval service, and you will not divulge the proceedings of this board except as authorized or required by the Secretary of the Navy or higher authority, so help you God?"

3. The recorder or an assistant recorder shall then administer the following oath or affirmation to administrative support personnel:

"Do you, and each of you, solemnly swear (or affirm) that you will not divulge the proceedings of this board except as authorized or required by the Secretary of the Navy or higher authority, so help you God?"



THE SECRETARY OF THE NAVY

WASHINGTON DC 20350-1000

DEC 9 2019

From: Secretary of the Navy [or Assistant Secretary of the Navy
(Manpower and Reserve Affairs)]

To: President[s], FY-21 Active-Duty Navy [RANK] [Line,
Appropriate Staff Corps or Chief Warrant Officer]
Continuation Selection Board[s]

Subj: ORDER CONVENING THE FY-21 CONTINUATION SELECTION BOARD[S]
TO CONSIDER [RANK] [OFFICERS IN THE LINE, APPROPRIATE
STAFF CORPS, OR CHIEF WARRANT OFFICERS] FOR CONTINUATION
ON ACTIVE DUTY

Ref: (a) FY-21 Active-Duty Navy Officer and Chief Warrant
Officer Continuation Selection Board Precept

Encl: (1) Board Membership
(2) Recorders and Assistant Recorders
(3) Administrative Support Staff

1. Date and Location

a. The continuation selection [board or boards], consisting of you as president[s], the officers listed in enclosure (1) as members, the officers listed in enclosure (2) as recorders and assistant recorder(s), and the personnel listed in enclosure (3) as administrative support staff, [is or are] ordered to convene at the Navy Personnel Command, Millington, TN, at 0800, [DATE - IN CIVILIAN DATE FORMAT], or as soon as practicable thereafter.

b. The [board or boards] shall proceed in accordance with all guidance in this letter and the FY-21 Active-Duty Navy Officer and Chief Warrant Officer Continuation Selection Board Precept, reference (a).

2. Continuation Selection Board Authorized Selections

a. The function of the continuation selection [board or boards] is to consider and normally recommend for continuation on active duty all eligible officers as directed below.

(For Line and Staff Corps Officers)

b. The board shall consider and normally recommend for continuation on active duty all eligible [rank] who are subject to discharge or retirement under section 632 of title 10, U.S. Code for twice failing of selection.

Subj: ORDER CONVENING THE FY-21 CONTINUATION SELECTION BOARD[S]
TO CONSIDER [RANK] [OFFICERS IN THE LINE, APPROPRIATE
STAFF CORPS, OR CHIEF WARRANT OFFICERS] FOR CONTINUATION
ON ACTIVE DUTY

(For Line and Staff Corps Lieutenant Commanders)

c. For any eligible officer within four years of qualifying for retirement on the date the officer would be discharged, a recommendation of non-continuation must be in the best interest of the Navy, which the board shall certify in its report as detailed in reference (a).

d. Following the board's initial determination of the officers who will be recommended for continuation, the recorder, assistant recorders, board sponsors, and/or administrative support personnel, shall provide you a list of those officers not recommended for continuation who are within four years of qualifying for retirement on the dates the officers would be discharged. Consistent with Department of Defense Instruction 1320.08, the board will then carefully consider the record of each of these officers and determine if each officer's non-continuation is in the best interest of the Navy.

(For Limited Duty Officers)

b. The board shall consider and normally recommend for continuation on active duty all eligible limited duty officers (LDO) as delineated below.

(1) All permanent LDOs in the grade of lieutenant, lieutenant commander, or commander who are in-zone eligible for promotion to the next higher LDO grade in FY-21 and who, under section 8372 of title 10, U.S. Code, are subject to mandatory retirement for years of service prior to September 30, 2020.

(2) All permanent LDOs in the grade of lieutenant who are selected for promotion and who, under section 8372 of title 10, U.S. Code, are subject to mandatory retirement for years of service prior to their actual promotion dates or prior to completing the time-in-grade necessary to retire in the higher LDO grade after promotion.

(3) All permanent LDOs in the grade of lieutenant commander who are subject to discharge or retirement under section 8372 of title 10, U.S. Code for twice failing of selection.

(4) All permanent LDOs in the grade of lieutenant commander or commander who are selected for promotion to the next higher LDO grade and, under section 8372 of title 10, U.S.

Subj: ORDER CONVENING THE FY-21 CONTINUATION SELECTION BOARD[S]
TO CONSIDER [RANK] [OFFICERS IN THE LINE, APPROPRIATE
STAFF CORPS, OR CHIEF WARRANT OFFICERS] FOR CONTINUATION
ON ACTIVE DUTY

Code, will be subject to mandatory retirement for years of
service before their actual promotion dates.

(For Chief Warrant Officers)

b. The board shall consider and normally recommend for
continuation on active duty, beyond 30 years total active
service, all eligible chief warrant officers (CWO) as delineated
below.

(1) Regular CWOs, including those serving in a higher
temporary LDO grade, who are in-zone eligible for promotion to
the next higher CWO grade in FY-21 and who, under section 1305
of title 10, U.S. Code, are subject to mandatory retirement for
years of active service before the end of FY-20.

(2) Regular CWOs serving in a higher temporary LDO
grade, who are in-zone eligible for promotion to the next higher
LDO grade in FY-21 and who, under section 1305 of title 10, U.S.
Code, will be subject to mandatory retirement for years of
active service before the end of FY-20.

(3) Regular CWOs, including those serving in a higher
temporary LDO grade, who are selected for promotion to the next
higher CWO grade and who, under section 1305 of title 10, U.S.
Code, are subject to mandatory retirement for years of active
service before their actual promotion dates or who will be
subject to mandatory retirement prior to completing the time-in-
grade necessary to retire in the higher CWO grade after
promotion.

(4) Regular CWOs who are serving in a higher temporary
LDO grade, who are selected for promotion to the next higher LDO
grade and who, under section 1305 of title 10, U.S. Code, are
subject to mandatory retirement for years of active service
before their actual promotion dates or who, under section 8372
of title 10, U.S. Code, will be subject to mandatory retirement
for years of service prior to completing the time-in-grade
necessary to retire in the next higher LDO grade after
promotion.

c. For CWOs selected for continuation the following
applies:

(1) CWOs selected for promotion to the next higher LDO
or CWO grade shall be continued in order to accept promotion and

Subj: ORDER CONVENING THE FY-21 CONTINUATION SELECTION BOARD[S]
TO CONSIDER [RANK] [OFFICERS IN THE LINE, APPROPRIATE
STAFF CORPS, OR CHIEF WARRANT OFFICERS] FOR CONTINUATION
ON ACTIVE DUTY

serve the minimum time-in-grade required to retire in the higher grade.

(2) CWOs not selected for promotion shall be continued on active duty until September 30, 2020.

3. Fully Qualified Selection Standard. All officers recommended for continuation must be fully qualified, that is, each officer recommended must be capable of performing the duties of their current pay grade. Officers who do not meet that standard shall not be recommended for continuation.

a. Officers fully qualified for continuation demonstrate an appropriate level of leadership, professional skills, integrity, management acumen, grounding in business practices, and resourcefulness. Their personal and professional attributes include adaptability, intelligent risk-taking, critical thinking, judiciousness in resource allocation, innovation, adherence to Navy and DoD ethical standards, physical fitness and loyalty to the Navy core values.

b. The Navy is composed of men and women representing dozens of different ethnic groups and hundreds of cultural heritages. Fully qualified officers must have shown the ability to successfully lead and mentor a diverse workforce, while executing the Navy's strategic diversity initiatives and effectively retaining the right quality and quantity of performance-proven personnel.

c. Proven and Sustained Performance

(1) Proven and sustained performance in assigned duties is the ultimate test of fitness for continuation. This is the number one factor that should guide your recommendations.

(2) When applying this factor you must consider that the future Navy and joint force leadership will comprise a mix of officers who have proven and sustained performance in both traditional career paths and alternate career paths. In identifying officers who are fully qualified for continued service in their current grade, you must consider the critical competency/skill sets developed by officers who have proven and sustained performance in alternate career paths.

Subj: ORDER CONVENING THE FY-21 CONTINUATION SELECTION BOARD[S]
TO CONSIDER [RANK] [OFFICERS IN THE LINE, APPROPRIATE
STAFF CORPS, OR CHIEF WARRANT OFFICERS] FOR CONTINUATION
ON ACTIVE DUTY

(3) Individual Augmentee (IA), Global Support Assignment (GSA), Overseas Contingency Operations (OCO), Irregular Warfare, and Afghanistan-Pakistan Hands (APH) Program Assignment

(a) IA, GSA, OCO, and APH assignments in direct support of OCO, irregular warfare, and the national defense strategy develop valuable combat and nation-building skills. However, such assignments may not be typical of the officer's traditional community career path, and may result in extended periods of observed performance in duties which are not typical of those normally observed during traditional career development. When considering whether officers are fully qualified for continuation, the board should keep in mind that these assignments provide the Navy and its officers with valuable experience, and the officer may be rated by a reporting senior unfamiliar with the officer's specialty and the Navy fitness report system.

(b) IA, GSA, and OCO assignments may take an officer out of the normal community career path for periods up to one and a half years. APH assignments consist of extensive specialized training and multiple, non-standard deployments that may take an officer out of the normal community career path for periods of up to three and a half years.

(4) Education and Professional Development. The pursuit of education and professional development may result in significant periods of non-observed time in addition to lengthy periods of observed performance outside the officer's traditional career path during utilization tours. The Navy values the completion of graduate education, the development of a subspecialty, the experience gained in specialized skills, and the attainment of Navy and joint professional military education qualifications. Time invested in education and professional development shall not be viewed as a detractor in determining whether officers are fully qualified to continue performing the duties of their current pay grade.

(a) Officers fully qualified for continuation seek opportunities to broaden their cultural awareness through experiences and education and to enable better communication in a global operating environment.

Subj: ORDER CONVENING THE FY-21 CONTINUATION SELECTION BOARD[S]
TO CONSIDER [RANK] [OFFICERS IN THE LINE, APPROPRIATE
STAFF CORPS, OR CHIEF WARRANT OFFICERS] FOR CONTINUATION
ON ACTIVE DUTY

(b) Officers fully qualified for continuation demonstrate willingness and an ability to lead and mentor a diverse workforce of male and female service members.

(c) Officers fully qualified for continuation demonstrate judiciousness in fiscal resources, personnel, facility management, energy resource management, and technology, all of which are of vital importance to our Navy today and in the future.

(5) Navy Reserve Officers Recalled to Active-Duty. Navy Reserve officers who have been recalled to active duty will have fewer active-duty fitness reports than their continuous active-duty peers. Due consideration shall be given to the fitness reports available and the quality of performance reflected in the record. A recalled officer's record shall not be discounted simply because it contains fewer active-duty fitness reports than a peer's record.

(6) Military Experience and Length of Service. Officers with significant military experience and extended years of service can provide valuable contributions to achieve Navy mission requirements. These factors should be given due consideration when considering officers for continuation. However, these factors do not override the needs of the Navy or negate recognized performance standards.

(For Boards Considering Acquisition Corps)

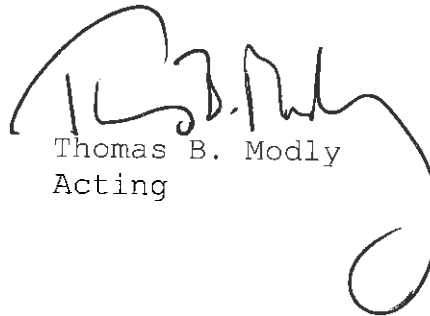
(7) Acquisition Corps Considerations. Acquisition Corps officers possess the qualifications to manage the development, acquisition, and life cycle support of the Navy's current and future platforms and associated systems. The Unrestricted Line Acquisition Professional, Aerospace Engineering Duty Officer, and Engineering Duty Officer communities all contain Acquisition Corps officers. In addition, contracting skills are based in the Supply Corps and Civil Engineer Corps. While there are specific needs and backgrounds in each community, there are overarching acquisition skill sets which are valued and found in all of these communities. Officers who possess these skills, regardless of the community to which they belong, are valued and necessary for the health of the Acquisition Corps, and should be considered in the broad context of the Acquisition Corps. Examples of these overarching skill sets include technical and operational knowledge of command, control, communications,

Subj: ORDER CONVENING THE FY-21 CONTINUATION SELECTION BOARD[S]
TO CONSIDER [RANK] [OFFICERS IN THE LINE, APPROPRIATE
STAFF CORPS, OR CHIEF WARRANT OFFICERS] FOR CONTINUATION
ON ACTIVE DUTY

computers, and intelligence, combat systems, unmanned systems, systems engineering, enterprise information systems, information technology, and weapons and major weapons systems (i.e., ships and aircraft). In determining the fully qualified officers for continuation, you shall give equal consideration to quality of performance whether in an acquisition or non-acquisition position.

(For Chaplain Corps Board Use Only)

(8) Chaplain Corps officers serve with the Coast Guard and Marine Corps or in Joint environments where the reporting senior may be unfamiliar with the Navy Performance Evaluation System. Special attention must be taken in reviewing those officers' records.



Thomas B. Modly
Acting

FY-21 Board #XXXXX
Board Membership

NAME	STATUS	DESIGNATOR	COMPETITIVE CATEGORY	JOINT	AP

FY-21 Board #XXXXX
Recorders and Assistant Recorders

NAME	STATUS	DESIGNATOR	COMPETITIVE CATEGORY	RECORDER (R) / ASSISTANT RECORDER (A)

FY-21 Board #XXXXX
Administrative Support Staff

(RANK / RATE / MR. OR MS.) NAME



THE SECRETARY OF THE NAVY

WASHINGTON DC 20350-1000

DEC 9 2019

From: Secretary of the Navy [or Assistant Secretary of the Navy
(Manpower and Reserve Affairs)]

To: President[s], FY-21 Active-Duty Navy [Rank] [To Be
Determined Military Specialty] Continuation
Selection Board[s]

Subj: ORDER CONVENING THE FY-21 CONTINUATION SELECTION BOARD[S]
TO CONSIDER [RANK] [TO BE DETERMINED MILITARY SPECIALTY]
FOR CONTINUATION ON ACTIVE DUTY

Ref: (a) FY-21 Active-Duty Navy Officer and Chief Warrant
Officer Continuation Selection Board Precept

Encl: (1) Board Membership
(2) Recorder and Assistant Recorders
(3) Administrative Support Staff

1. Date and Location

a. The continuation selection [board or boards], consisting of you as president[s], the officers listed in enclosure (1) as members, the officers listed in enclosure (2) as recorders and assistant recorder(s), and the personnel listed in enclosure (3) as administrative support staff, [is or are] ordered to convene at the Navy Personnel Command, Millington, TN, at 0800, [DATE - IN CIVILIAN DATE FORMAT], or as soon as practicable thereafter.

b. The board shall proceed in accordance with all guidance in this letter and the FY-21 Active-Duty Navy Officer and Chief Warrant Officer Continuation Selection Board Precept, reference (a).

2. Continuation Selection Board Authorized Selections. The total number of officers who may be recommended are listed below.

<u>CRITICAL SKILL</u>	<u>NUMBERS TO SELECT</u>	<u>ALTERNATES</u>
[TBD Military Specialty]	X	X

3. Best and Fully Qualified Selection Standard

a. Fully Qualified. All officers recommended for continuation must be fully qualified; that is, each officer recommended must be capable of performing the duties of their

Subj: ORDER CONVENING THE FY-21 CONTINUATION SELECTION BOARD
TO CONSIDER [RANK] [TO BE DETERMINED MILITARY
OCCUPATIONAL SPECIALTY] FOR CONTINUATION ON ACTIVE DUTY

current pay grade. Officers who do not meet that standard shall not be recommended for continuation.

(1) Officers fully qualified for continuation demonstrate an appropriate level of leadership, professional skills, integrity, management acumen, grounding in business practices, and resourcefulness. Their personal and professional attributes include adaptability, intelligent risk-taking, critical thinking, judiciousness in resource allocation, innovation, adherence to Navy and Department of Defense ethical standards, physical fitness, and loyalty to the Navy core values.

(2) The Navy is composed of men and women representing dozens of different ethnic groups and hundreds of cultural heritages. Fully qualified officers must have shown the ability to successfully lead and mentor a diverse workforce, while executing the Navy's strategic diversity initiatives and effectively retaining the right quality and quantity of performance-proven personnel.

b. Best Qualified. Among the fully qualified officers, you must recommend for continuation the best qualified officers within the [foreign expertise or acquisition corps]. Proven and sustained superior performance in command or other leadership positions in difficult and challenging assignments is a definitive measure of fitness for continuation. Furthermore, successful performance and leadership in combat conditions demonstrate exceptional continuation potential and should be given special consideration. Each board member shall apply this guidance when deliberating and voting. Additionally, members will use the considerations below to guide their determination of the best qualified officers.

c. Additional Considerations. The following are additional considerations in determining the best qualified officers:

(1) Individual Augmentee (IA), Global Support Assignment (GSA), Overseas Contingency Operations (OCO), Irregular Warfare, and Afghanistan-Pakistan Hands (APH) Program Assignment

(a) IA, GSA, OCO, and APH assignments in direct support of OCO, irregular warfare, and the national defense strategy develop valuable combat and nation-building skills. However, such assignments may not be typical of the officer's traditional community career path, and may result in extended

Subj: ORDER CONVENING THE FY-21 CONTINUATION SELECTION BOARD
TO CONSIDER [RANK] [TO BE DETERMINED MILITARY
OCCUPATIONAL SPECIALTY] FOR CONTINUATION ON ACTIVE DUTY

periods of observed performance in duties which are not typical of those normally observed during traditional career development. When considering whether officers are best and fully qualified for continuation, the board should keep in mind that these assignments provide the Navy and its officers with valuable experience, and the officer may be rated by a reporting senior unfamiliar with the officer's specialty and the Navy fitness report system.

(b) IA, GSA, and OCO assignments may take an officer out of the normal community career path for periods up to one and a half years. APH assignments consist of extensive specialized training and multiple, non-standard deployments that may take an officer out of the normal community career path for periods of up to three and a half years.

(2) Education and Professional Development. The pursuit of education and professional development may result in significant periods of non-observed time in addition to lengthy periods of observed performance outside the officer's traditional career path during utilization tours. The Navy values the completion of graduate education, the development of a subspecialty, the experience gained in specialized skills, and the attainment of Navy and Joint Professional Military Education qualifications. Time invested in education and professional development shall not be viewed as a detractor in determining whether officers are best and fully qualified to continue performing the duties of their current pay grade.

(a) Officers that are best and fully qualified for continuation seek opportunities to broaden their cultural awareness through experiences and education and to enable better communication in a global operating environment.

(b) Officers that are best and fully qualified for continuation demonstrate willingness and an ability to lead and mentor a diverse workforce of male and female service members.

(c) Officers that are best and fully qualified for continuation demonstrate judiciousness in fiscal resources, personnel, facility management, energy resource management, and technology, all of which are of vital importance to our Navy today and in the future.

(3) Navy Reserve Officers Recalled to Active-Duty. Navy Reserve officers who have been recalled to active duty will have

Subj: ORDER CONVENING THE FY-21 CONTINUATION SELECTION BOARD
TO CONSIDER [RANK] [TO BE DETERMINED MILITARY
OCCUPATIONAL SPECIALTY] FOR CONTINUATION ON ACTIVE DUTY

fewer active-duty fitness reports than their continuous active-duty peers. Due consideration shall be given to the fitness reports available and the quality of performance reflected in the record. A recalled officer's record shall not be discounted simply because it contains fewer active-duty fitness reports than a peer's record.

(4) Military Experience and Length of Service. Officers with significant military experience and extended years of service can provide valuable contributions to achieve Navy mission requirements. These factors should be given due consideration when considering officers for continuation. However, these factors do not override the needs of the Navy or negate recognized performance standards.

d. Eligibility Requirements

(1) The function of the continuation selection board is to retain the best and fully qualified captains who have designated critical skills on active duty beyond 30 years of commissioned service. Eligible officers must have 28 years or more of active commissioned service on the date the board convenes.

(For Specific Military Occupational Specialty)

(2) Captains not on a promotion list to rear admiral (lower half) and meet the criteria in the paragraphs below:

(a)

(b)

4. Board Report. Upon adjournment, the Board shall transmit the Record of Proceedings in accordance with reference (a), with the following modifications.

a. The certification contained in paragraph 1.c.(6) of reference (a), enclosure (1), appendix C shall be replaced with the following:

"The officers recommended for continuation are, in the opinion of the majority of the members of the board, fully qualified and best qualified for continuation to meet the needs of the Navy among those officers whose names were

Subj: ORDER CONVENING THE FY-21 CONTINUATION SELECTION BOARD
TO CONSIDER [RANK] [TO BE DETERMINED MILITARY
OCCUPATIONAL SPECIALTY] FOR CONTINUATION ON ACTIVE DUTY

furnished to the board, and their continuation is in the best interest of the Navy."

b. The certification contained in paragraph 1.c.(7) of reference (a), enclosure (1), appendix C shall be replaced with the following:

"The officers recommended as alternates are ranked in the following order of precedence:

Alternate #1 - [insert full name]

Alternate #2 - [insert full name]

Alternate #3 - [insert full name]

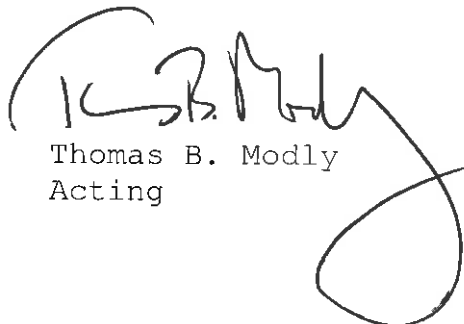
Alternate #4 - [insert full name]"

c. The certification contained in paragraph 1.c.(8) of reference (a), enclosure (1), appendix C shall be replaced with the following:

"You are aware that the names of the selectees will be released privately after the board report is approved, and you know that you may not disclose the recommended selectees until the names are released privately. Due to the nature of alternate selections, the names of the alternate selects may never be released, and you know that you may never disclose the names of alternate selects."

d. An item 1.j. shall be added to the items listed in paragraph 1 of reference (a), enclosure (1), appendix C:

"A list of the names of all officers considered by the board who submitted letters for board consideration requesting that they not be selected for continuation or who have otherwise directly caused their non-selection through written communication to the board. Negative reports shall state: 'No officers requested that they not be selected by the board or otherwise caused their non-selection through written communication to the board.'"



Thomas B. Modly
Acting

FY-21 Board #XXXXXX
Board Membership

NAME	STATUS	DESIGNATOR	COMPETITIVE CATEGORY	JOINT	AP

FY-21 Board #XXXXX
Recorders and Assistant Recorders

NAME	STATUS	DESIGNATOR	COMPETITIVE CATEGORY	RECORDER (R) / ASSISTANT RECORDER (A)

FY-21 Board #XXXXX
Administrative Support Staff

(RANK / RATE / MR. OR MS.) NAME

R XXXXXXZ DEC 19

FM CNO WASHINGTON DC//N1//

TO NAVADMIN

INFO CNO WASHINGTON DC//N1//

BT

UNCLAS

NAVADMIN XXX/19

MSGID/NAVADMIN/CNO WASHINGTON DC/N1/DEC//

SUBJ/NOTICE OF CONVENING FY-21 ACTIVE-DUTY NAVY OFFICER CONTINUATION
SELECTION BOARDS AND ANNOUNCEMENT OF CONTINUATION POLICY//

RMKS/1. This NAVADMIN announces the Fiscal Year 2021 (FY-21)
Active-Duty Navy Officer Continuation Selection Boards. The FY-21
Active-Duty Navy Officer Continuation Selection Boards will convene,
when required, immediately following the corresponding FY-21 Active-
Duty Navy Officer and Chief Warrant Officer Promotion Selection
Boards. Eligible officers on the Active-Duty List who are fully
qualified to remain on active-duty and meet the requirements in
paragraphs 2 through 5 will be considered for continuation.

2. Lieutenant commander (LCDR) unrestricted line (URL), restricted
line and staff corps (SC) (limited duty officers (LDO) are discussed
in Paragraph 4):

a. Twice failure of selection (2XFOS) LCDRs with 14 to 18 Years
of Active Service (YOAS) on the date of mandatory discharge.
Officers selected for continuation will be continued until eligible
for retirement at the completion of 20 YOAS.

b. 2XFOS LCDRs with less than 14 YOAS on the date of mandatory
discharge. Officers selected for continuation will be continued for
a period of 3 years.

N1 DECISION

APPROVED:  12/10/19

DISAPPROVED: _____

COMMENTS:

c. 2XFOS LCDRs with 18 or more YOAS, as provided by law, will not be considered for continuation, but will be retained on active-duty until retirement eligible at 20 YOAS.

d. In no case will any LCDR be continued or retained beyond the last day of the month in which the officer becomes eligible for retirement under section 8323 of title 10, U.S. Code or the last day of the month in which the officer becomes 62 years of age, whichever is earlier.

3. Lieutenant (LT) URL (1310 and 1320 with primary additional qualification designators (AQD) of DA5/DA7/DB2/DB5/DB6 (VFA), DD1/DD2 (VAQ), DL3 (VAW) and DS2 (VRC)), chaplain corps (CHC), public affairs officers (PAO), cyber warfare engineers (CWE), cryptologic warfare (CW), information professionals (IP), intelligence (INTEL), engineering duty officer (EDO), medical service corps (MSC) and nurse corps (NC) (subspecialties in critical care (1960), perioperative nursing (1950), certified registered nurse anesthetist (1972) and psychiatric/mental health nurse practitioner (1973)):

a. 2XFOS URL (1310 and 1320 with primary AQDs listed in paragraph 3. above), CHC, PAO, CWE, CW, IP, INTEL, EDO, MSC and NC (with NC subspecialties listed in paragraph 3. above) LTs with less than 18 YOAS. Officers selected for continuation will be continued for a period of 3 years, but not beyond retirement eligibility at 20 YOAS.

b. 2XFOS URL (1310 and 1320 with primary AQDs listed in paragraph 3. above), CHC, PAO, CWE, CW, IP, INTEL, EDO, MSC and NC (with NC subspecialties listed in paragraph 3. above) LTs with 18 or more YOAS, as provided by law, will not be considered for

continuation, but will be retained on active-duty until retirement eligible at 20 YOAS.

c. In no case will any URL (1310 and 1320 with primary AQDs listed in paragraph 3. above), CHC, PAO, CWE, CW, IP, INTEL, EDO, MSC and NC (with NC subspecialties listed in paragraph 3. above) LT be continued or retained beyond the last day of the month in which the officer becomes eligible for retirement under section 8323 of title 10, U.S. Code or the last day of the month in which the officer becomes 62 years of age, whichever is earlier.

4. Commander, LCDR and LT LDO:

a. All permanent LDOs selected for promotion in FY-21 who are subject to mandatory retirement for YOAS prior to their scheduled promotion dates or prior to completing the time-in-grade necessary to retire in the next higher grade after promotion will be considered for continuation. If selected, these officers will be continued for a period sufficient to allow them to accept promotion and, as required, attain sufficient time-in-grade to retire at the higher grade.

b. All permanent LDOs who are on active-duty at the time when the promotion board meets and are considered in zone for promotion and who are subject to mandatory retirement for YOAS prior to the end of FY-20 will be considered for continuation. If selected, these officers will be continued for a period sufficient to allow them to accept promotion and, as required, attain sufficient time-in-grade to retire at the higher grade or, if not selected for promotion, until the end of FY-20.

5. Chief Warrant Officers (CWO):

a. All CWOs selected for promotion in FY-21 who are subject to mandatory retirement for YOAS prior to their scheduled promotion

dates or prior to completing the time-in-grade necessary to retire in the next higher grade after promotion will be considered for continuation. If selected, these officers will be continued for a period sufficient to allow them to accept promotion.

b. All CWOs who are on active-duty at the time the promotion board meets and are considered in zone for promotion and who are subject to mandatory retirement for YOAS prior to the end of FY-20 will be considered for continuation. If selected, these officers will be continued for a period sufficient to allow them to accept promotion or, if not selected for promotion, until the end of FY-20.

c. 2XFOS CWO4s selected for continuation will be continued for a period of 3 years, or until their statutory mandatory retirement date for years of active service, whichever is earlier.

6. Officers on the Active-Duty List who meet any of the criteria in paragraphs 2 through 4 shall check BUPERS Online, via MyNavy Portal at <https://my.navy.mil/quick-links.html>, after release of the respective selection ALNAV message, to determine if they were selected for continuation. Once logged into BUPERS Online, click on Advancements/Selection Boards and then on the appropriate officer (Promotion/Continuation) board to determine the results.

7. Promotion selection board convening dates are as follows:

a. Active O-6 Line Promotion Selection Board convenes 15 January 2020. The Active O-5 LDO Line Continuation Selection board will follow this board.

b. Active O-6 SC Promotion Selection Board convenes 4 February 2020. The Active O-5 LDO SC Continuation Selection Board will follow this board.

c. Active O-5 Line Promotion Selection Board convenes

11 February 2020. The Active O-4 Line Continuation Selection Board will follow this board.

d. Active O-5 SC Promotion Selection Board convenes

24 March 2020. The Active O-4 SC Continuation Selection Board will follow this board.

e. Active O-4 SC Promotion Selection Board convenes

12 May 2020. The Active O-3 CHC, MSC, and NC (with NC subspecialties listed in paragraph 3. above) and LDO Staff Continuation Selection boards will follow this board.

f. Active O-4 Line Promotion Selection Board convenes

18 May 2020. The Active O-3 URL, PAO, CWE, CW, IP, INTEL, and EDO Line and LDO Line continuation selection boards will follow this board.

g. Active CWO3, CWO4, and CWO5 Promotion Selection Boards convene

15 June 2020. The Active CWO2, CWO3, and CWO4 Continuation Selection Boards will follow these boards.

8. Correspondence addressed to the promotion selection board will not be forwarded to a subsequent continuation selection board for consideration. Officers must communicate with each board separately.

9. Only eligible officers may communicate with a continuation selection board via the letter to the board (LTB) process. NAVADMIN 220/19 announced the introduction of a new application known as Electronic Submission of Selection Board Documents (ESSBD), accessible through MyNavy Portal. ESSBD improves the speed, transparency and confidence of receipt over current LTB submission methods, such as hard copy and e-mail submitted letters and related attachments.

a. Beginning 1 January 2020, ESSBD will be available for all promotion, advancement and selection boards.

b. ESSBD provides board candidates with the capability to electronically submit LTBs in a standard, consistent format, with or without attachments and will allow the candidate to see (for content and clarity) exactly what will be delivered and presented to the board.

c. To utilize ESSBD, candidates must access document services through MyNavy Portal at <https://www.mnp.navy.mil/group/my-record>. On-screen instructions will direct the submitter thereafter.

d. Submission and subsequent receipt acknowledgement for LTBs submitted via ESSBD or other means does not constitute confirmation of eligibility for the boards to which LTBs are submitted. If required, a full visual user guide is available through MyNavy Portal at <https://www.mnp.navy.mil/group/advancement-and-promotion>.

e. LTBs submitted to statutory officer continuation selection boards must be received by Navy Personnel Command (NAVPERSCOM) no later than 2359 (central time) 10 days prior to the convening date of the respective board.

f. If sending a board package from a non-NMCI network (bumed.mil, eu.navy.mil, etc.), please review procedures listed in NAVADMIN 220/19.

g. The written communication may call attention to the board, any matter concerning the record of the officer that the officer considers important. Written communication may include, as enclosures, correspondence from any individual concerning the eligible officer. Correspondence not originated by the eligible officer, including endorsement to the letter of the eligible officer and letters written on behalf of that officer, must contain a

written acknowledgement by the eligible officer that he or she desires such correspondence be presented to the board.

Correspondence without such an acknowledgement is considered third party correspondence and will be returned without being presented to the board. Classified correspondence will not be accepted.

10. Questions regarding LTB submission should be directed to MyNavy Career Center by calling 1 (833) 330-MNCC (1 (833) 330-6622/DSN 882).

11. Questions regarding continuation should be directed to NAVPERSCOM PERS-801 at (901) 874-4533/DSN 882. Additional information is also available via MyNavy Portal at <https://www.mnp.navy.mil/group/advancement-and-promotion/p-officer-promotion-resources-and-links>, then click on the Websites side (vice Systems side) of the blue header. Once on the Websites side, you will see the NPC Promotion Boards link. Click on the NPC Promotion Boards link, then click on the Officer Continuation/SERB link on the left hand side.

12. This NAVADMIN will be canceled for record purposes on 30 September 2020.

13. Released by Vice Admiral John B. Nowell, Jr, N1.//

BT